

**DEPARTMENT OF HEALTH AND WELLNESS PROMOTION  
BUREAU OF SUBSTANCE ABUSE PREVENTION, TREATMENT AND  
RECOVERY**

**RFP REVIEWERS NEEDED  
February 22, 2010**

The Bureau of Substance Abuse Prevention, Treatment and Recovery (BSAPTR) of the Detroit Department of Health and Wellness Promotion (DHWP) is looking for individuals to review RFP proposals for its prevention and treatment programs. The **review period is April 5<sup>th</sup> through April 19, 2010**. All documents are submitted and reviewed online. Grant awards take effect October 1, 2010.

Qualifications of reviewers are the following:

- Good understanding of substance abuse and addiction issues;
- Experience in working with the target population in a clinical, administrative research or prevention capacity;
- Possess a community-based focus in professional work and/or advocacy;
- Available to thoroughly review grants and score them within set timeframe;
- Has no conflict of interest with any of the applicants as well as the application process;
- Possess some type of certification in addictions and/or a degree in a related field;
- Must complete the online Orientation for reviewers;
- Experience in writing, preparing or reviewing grants is desirable.

Reviewers will be compensated with an honorarium of \$300. Each reviewer may be assigned up to twelve proposals for review over the two week period.

Please send your CV/resume and cover letter by **March 12, 2010** to:

Kathleen C. Givens, MSA  
RFP Review Panel  
Department of Health and Wellness Promotion (DHWP)  
1151 Taylor Street, Room 348B  
Detroit, Michigan 48202  
[Givensk@detroitmi.gov](mailto:Givensk@detroitmi.gov)  
(313) 870-0070

The BSAPTR will contact individuals selected to review the RFP documents by **March 29, 2010**.